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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

FROM : Chief, Orientation and Briefing Division

SUBJECT: Report for Week 30 October - 5 November 1952

DATE: 6 November 1952

## I. INDOCTRINATION

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1) On Monday, 3 November 1952, a total of [ ] persons attended the Indoctrination Program. Included in this figure is [ ] (Acting Chief, Personnel Relations [ ] [ ]) attended at the invitation of the Chief, Orientation and Briefing Division so that he would see and hear the content of the program and thus be in a better position to determine what is to be done under his jurisdiction in the "E.O.D. Personnel Orientation Course," which the Office of Personnel plans to give on a weekly basis.

2) Included in the [ ] new personnel was [ ] [ ], who has had considerable intelligence experience and who is coming to work under the DD/P.

3) We have invited [ ] to attend the program next Monday, 10 November, and a week from Monday, on 17 November, [ ] will attend.

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## II. ORIENTATION

1) Have been working constantly with offices in CIA and without on the finalizing of all arrangements for the Eighth Agency Orientation Course. By this time, the program is receiving final touches before going to the printer. We do desire to receive final word through the Director of Training as to the availability of the President for appearance on Friday, 21 November.

2) Of interest is the fact that OSI and ORR will both present their subject matter through the panel method after an initial statement in each instance by a key official from the office.

3) [ ] ., Assistant Director, Office of Evaluation and Review, Psychological Strategy Board, called

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25 YEAR RE-REVIEW

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to ask that we make arrangements for five officials of the PSB to attend the Agency Orientation Course. Though the names are being submitted for security name check, we asked [redacted] to be sure to submit this request in formal fashion to the Director of Training.

4) In keeping with the recommendations made after the last Orientation Course, we have already worked out a system with Machine Records to evolve a daily attendance card. This throws no additional burden on administering the Course and should ensure full attendance.

### III. PRESENTATIONS

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1) Have had discussions with [redacted] the Training Officer for the Office of Personnel, and Mr. George Meloon, the Personnel Director, about the subjects and speakers for the next two Presentations Programs. Mr. Meloon has guaranteed to inform us within the next few days on the subject.

### IV. SPECIAL

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2) Much checking and double-checking was necessitated in implementing the decision of the Director of Training regarding the series of lectures at the Strategic Intelligence School. Major Andrews, a member of the staff of SIS, has guaranteed to submit to us outlines of the talks desired from CIA and additional information regarding related subjects which may be covered by others.

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3) Request was received from [redacted], Programs Division Chief, OTR(G), to recommend someone in the Agency who might be able to conduct a course at the Basic Intelligence School on "research." [redacted], Executive, OCD, was suggested as a possible candidate for this type of activity.

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4) [redacted], Administrative Assistant to the DCI, requested copies of General Smith's remarks at previous Orientation Programs. Apparently, [redacted] is working on drafts of what might be said by the DCI for introducing the new film which is being made for Security indoctrination.

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5) Even in the face of complications and unanticipated problems, work is proceeding satisfactorily on the installation of the new Public Address System and the new air circulating and conditioning system in the Orientations Room.

6) The Security Office has again requested a special presentation for a group of investigators to be conducted by the Chief, Orientation and Briefing Division, from 1400 to 1600 on 13 November 1952.

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SM/lgb

lcc: Chief, Plans and Policy Staff, OTR

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